

FY 2019 CSBG Discretionary Application Instructions

All CSBG Discretionary application forms must be completed and submitted online via the Web Grants System

1. Using your User ID and Password, log on to Web Grants System via the internet at <https://webgrants.utah.gov/index.do> (if you have not used Web Grants before, select “Register” and follow the instructions to obtain your User ID and Password)
2. After Logging on, select “**Apply for Grants**”
3. Select under the Title: **FY19 CSBG Discretionary**
4. Select “**Apply**” on the right hand side of the page.

There are 3 components to the CSBG Discretionary application:

1. General Information—you will complete on accessing the
2. Application Questionnaire –including budget narrative
3. CSBG Discretionary Budget

This guide provides step-by-step instructions for each section.

CSBG Applicant Questionnaire

Part I: Applicant Information

1. **Legal Name:** enter the legal name of your agency
2. **Nonprofit:** answer yes or no as to whether or not your agency is a nonprofit/501c3
3. **AOG:** answer yes or no as to whether or not your agency is an AOG
4. **Physical Address:** provide the physical street address of your agency
5. **Mailing Address:** provide if mailing address is different from physical address
6. **City/State/Zip:** provide requested information
7. **Counties:** list all counties your agency serves.
8. **Primary Contact:** identify primary contact for this program. This individual needs to be registered in webgrants.
9. **Contact phone:** enter phone for contact
10. **Contact email:** enter email for contact
11. **EIN#:** enter agency’s EIN number
12. **DUNS#:** enter agency’s DUNS number
13. **Click SAVE**

Part II: Application Questionnaire

1. As you work through the questions, it is strongly suggested that you click “SAVE” frequently.
2. Pay attention to character limits for responses and be sure to address all parts of each question.

Part III: Application Attachments

1. Click on the name of each attachment and upload your agency’s corresponding document.
2. Use the “Browse” function to find the correct file on your computer drive.
3. Click on the file you want to upload, then select, “**Attach file**”
4. Complete this process for each of the required attachments.
5. When finished with Questionnaire—Click “Save”
6. Click “Back” to view the menu of components for the application

CSBG Discretionary Budget Request

1. Select “**CSBG Discretionary Budget**” from the menu.
2. Request should correspond to explanation provided in Question #4.
3. Completely fill out this entire form and select “**Save**”

You should now have check marks next to each component under the “Complete?” column of the main application Components page. Now, it’s time to review your application prior to submitting.

Click on “[Application Details](#)” to review your completed application.

If you need to make any corrections, close the preview screen and simply select the component you want to change from the Application Components menu. Click on “[Edit](#)” at the top of the page, make any necessary corrections, and then click on “[Save](#)”. Complete the remaining steps as listed above for each of the components you want to revise.

When the application is to your satisfaction, all you have to do is click on “[SUBMIT](#)” from the application menu screen. **WARNING:** Once you click on “Submit”, you will no longer be able to edit your application. If you subsequently discover that revisions need to be made, you will need to contact SCSO and request that your application be put in “correcting” status.

Your CSBG application must be completed and submitted online by **Friday May 31, 2019**. Should you have any questions, please call and I’ll be happy to assist you.

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